

QUALIFICATIONS

Knowledge of:

Basic law enforcement terminology and concepts; Techniques for dealing with people of all socio-economic levels under hostile emergency situations; Safety practices and precautions pertaining to work; First aid and CPR.

Ability to:

Ability to successfully complete Academy requirements; Observe accurately and remember names, faces, numbers, incidents and places; Think and act quickly in emergencies and to judge situations and people accurately; Learn standard operating procedures, a police department's radio-telephone and keyboard type communications equipment; Understand and interpret laws and regulations; Prepare clear, concise, comprehensive, and grammatically correct written reports; Become proficient in self-defense techniques, and in care and use of firearms; Follow oral and written instructions; Establish and maintain cooperative work relationships with those contacted in the course of work; Deal courteously and effectively with the general public.

SALARY

The salary is \$29.28 per hour, no benefits.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation. Travel costs are at the applicant's expense. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the

selection process. Candidates placed in this position will be fingerprinted. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are necessary at any stage of the examination process, notify this department in advance and every attempt will be made to consider your request. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

IMMIGRATION REFORM / CONTROL ACT

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

POLICE DEPARTMENT MISSION STATEMENT:

“To protect and enhance the quality of life in our community through uncompromised dedication, professionalism, integrity, and innovative police services.”

**The City of Brentwood is an
EQUAL OPPORTUNITY EMPLOYER**

APPLICATION PROCESS

Required City application may be obtained by visiting the website www.brentwoodca.gov; calling 925-516-5191 or in-person on the first floor Payment Center at Brentwood City Hall 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m. **Application must be dropped off at the Payment Center on the first floor of City Hall or mailed directly to Human Resources at 150 City Park Way in Brentwood. Accepting applications until filled. Faxes, emails and postmarks will NOT be accepted. Application and proof of T-score, if submitting one from another agency/academy, must be returned with the employment application by the application deadline. See “Requirements” for details.**

REQUIREMENTS

Applicants who possess a qualifying T-score may be eligible to submit the score in lieu of participating in the written test with the City of Brentwood (date TBD). Applicants who possess a qualifying T-score will move forward in the recruitment process to be eligible for a July Academy start date. Those who do not have a T-score will move forward in the recruitment process to be eligible for a September Academy start date. Applicants submitting a T-score from another agency/academy must have taken the California POST Entry-Level Law Enforcement Test Battery (PELLETB) within one (1) year of the date of submitting application; and 2) achieve a T-score of 45.0 or higher total T-score must be reported, not a general statement that the score was “45.0 or higher”. If you meet these conditions, you may submit a T-score in lieu of testing. This must be submitted with the employment application.



Invites applications for:

***Police Officer Trainee
Bilingual – Spanish to English
desirable***

Hourly Salary:
\$29.28/hr.

Accepting Applications until Filled

**Application and proof of T-score, if submitting one from another agency/academy, must be returned to the Human Resources Division by the application deadline
See “Requirements” for details**

Brentwood City Hall
First Floor Payment Center
150 City Park Way
Brentwood, CA 94513

THE CITY

Brentwood is a pleasant, progressive and growing city of approximately 53,000 residents in Eastern Contra Costa County. A significant number of citizens are Spanish speaking. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system with new campuses planned in the near future. Los Medanos Community College is located a short distance away. Housing opportunities are varied and affordable.

THE DEPARTMENT

The Brentwood Police Department is authorized sixty-two (62) sworn positions as well as four (4) over hires. Sworn positions operate on the 4-10 plan except for specialized assignments who are assigned a "core work week" as determined by the Chief of Police. Brentwood is also in the process of opening the new Police Dispatch Center, which is expected to commence in 2017.

SUMMARY DESCRIPTION

Under close supervision participates in a comprehensive training program at a POST approved police academy for a period of approximately six months. Upon successfully completing the Academy and necessary background, psychological, and medical examinations, incumbents will be appointed to a probationary status sworn Police Officer position, and be subject to the same standards and benefits as all other City of Brentwood Police Officers.

IDENTIFYING CHARACTERISTICS

Police Officer Trainees are hired into this temporary, limited service, non-sworn position for the period during which they are assigned to the Police Academy and until such time they are eligible to become a probationary sworn Police Officer. As a Police Officer

Trainee, the incumbent serves at the pleasure of the appointing authority. Upon successful completion of the police academy and standard recruitment examinations, Police Officer Trainees are sworn in to the position of Police Officer at Step "A" of that salary range with the same benefits as all other City of Brentwood Police Officers.

REPRESENTATIVE DUTIES - (May include but not limited to the following):

1. Attend a certified academy designed to provide an overview of the criminal justice system including knowledge of laws, police procedures, law enforcement techniques, first aid, and physical fitness.
2. Undergoes training to develop an awareness of the functions and responsibilities of Police Officers and how they relate to field operations.
3. Academy and field training includes activities such as:
 - a. Instruction on proper handling and firing of firearms;
 - b. Review of radio codes and applicable Penal Code sections;
 - c. Overview of the court system;
 - d. Public contact skills including, but not limited to: Answering telephone calls and dispensing public information;
 - e. Writing and editing police reports;
 - f. Observing law enforcement activities such as maintenance of order, crime prevention, and protection of citizens and property; and
 - g. Review of rules, regulations, and procedures.

MINIMUM QUALIFICATIONS

- Be a United States citizen
- Be at least 20 ½ years of age at time of appointment
- Possess a valid California Driver License at time of appointment
- Possess a high school diploma or G.E.D. equivalent
- Be of proportionate height and weight
- Have vision correctable to 20/20 either by glasses or contact lenses (20/70 uncorrected) and be free from color blindness
- Have normal hearing acuity

EDUCATION AND EXPERIENCE GUIDELINES

Education/Training: Equivalent to the completion of the twelfth grade.

Experience: None required.

License or Certificate:

Possession of and ability to maintain a valid California driver's license and satisfactory driving record.

As a condition of continued employment, incumbents must successfully complete the certified POST Basic Academy course of instruction.

PHYSICAL DEMANDS AND WORKING ENVIROMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace

keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to maintain physical fitness requirements of the position; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.